

Recovery Process Training Q & A

RECOVERY PROCESS TRAINING MATERIALS AND GUIDANCE

Will you provide this presentation for those registered?

Yes, the presentation will be available in video and PDF formats. These materials, along with the Q&A, will be posted on GDOT's Recent Training Sessions webpage:

<http://www.dot.ga.gov/PartnerSmart/Training/Pages/RecentTrainingSessions.aspx>. You will also be able to find the same materials on the Recovery Plans SharePoint page: <http://teams.dot.ga.gov/offices/envservices/Recovery/Forms/AllItems.aspx>.

It seems like the SME responses could vary from overly aggressive to not aggressive enough depending on the person providing the input. It might be worth having some sort of manager input or working with OES sections to provide some specific guidance to help standardize responses.

The Recovery Plan Checklist directs SMEs to discuss their project with their manager prior to the Recovery Plan Meeting to ensure the SME has considered all the options/risks for recovery and has an accurate idea of the effort required to advance the project to ROW authorization. Currently, this would be the manager's opportunity to provide guidance on meeting inputs. The checklist can be found here:

<http://teams.dot.ga.gov/offices/envservices/Recovery/Forms/AllItems.aspx>. Additionally, the Office of Environmental Services (OES) Schedulers welcome any feedback from OES managers on how to help standardize responses once the Recovery Plan Process goes into effect.

INITIATION OF RECOVERY PROCESS

Is the meeting requested as soon as we know A3M will be missed? Or as we get closer to that A3M date?

OES EPMs will evaluate projects nearing completion of Resource ID and will determine whether they can advance to their scheduled Avoidance and Minimization Measures Meeting (A3M) or whether a Recovery Plan Meeting is necessary. After making this determination, the OES EPMs will notify the PM and the project team of their decision via email and direct the PM to schedule either the A3M or a Recovery Plan Meeting.

RECOVERY PLAN MEETING

Who oversees the notes for the meeting? SMEs or PMs?

The PM is designated as the responsible party for entering responses into the form and taking any necessary notes (e.g., important recovery dates) during the meeting. However, the PM may designate or enlist the help of other team members in these tasks as needed.

Is the consultant or OES SME expected to complete the form/attend the meeting?

The consultant and the GDOT SME are expected to discuss the Recovery Plan information (e.g. deliverable dates, expediting efforts, agency coordination needs, etc.) to ensure all options have been vetted prior to the meeting. If one SME can sufficiently provide the necessary Recovery Plan details for that section, then there is no need for both in house and consultant representatives to attend the meeting. The decision of who will be attending as the representative should be made during the SME discussion that occurs prior to the meeting.

USING THE RECOVERY PLAN FORM

Did I see correctly that History only had one question for resource ID part of the recovery plan form?

History has the same number of potential questions for Resource ID as Archaeology and Ecology disciplines. In our example project, which was developed for the training, History Resource ID was considered complete in order to demonstrate that not all questions are required depending on the project's specific circumstances and responses to earlier questions in the form.

Will the form generate additional questions if Resource ID is not done?

Yes, if Resource ID is incomplete, the form will require additional questions to document the status, anticipated completion, and potential risks associated with Resource ID for the relevant discipline.

Does the form (or site) time you out if you do not complete the form in a certain timeframe?

We are not aware of the form timing out after a certain timeframe. The form should be completed within the course of a single meeting and we anticipate this taking approximately 45 minutes to 1 hour for most projects, assuming participants come prepared with the necessary information. We recommend working through the form in a timely and dedicated fashion to minimize any unforeseen issues. Remember to click "Submit" once all entries have been made to ensure the data is recorded and transferred to the SharePoint list. Be sure to use the form navigation at the bottom and do not click the "Back Arrow" at the top of the form or through your browser. Additionally, do not refresh your browser.

I understand about not hitting the "back arrow" on the browser or the form will reset. Is there a way to save the form as you enter the information?

Unfortunately, it is not possible to save entries in the form as you enter the information. The entries will only be saved once the form is submitted at the end. Please be sure to use the form navigation buttons at the bottom of the page and take note of important recovery dates identified during the meeting. If you avoid clicking on the "back arrow" at the top of the form or the "back arrow" for your browser, it is unlikely there would be issues that would inadvertently cause the form to re-set and erase data.

Can this form be printed off with the answers once it has been completed?

The form itself is not intended to be printed off after completion. However, once the form has been completed and submitted, the responses will be transferred to a SharePoint list. The expectation is that each SharePoint list entry (i.e., the Recovery Plan for a project) will be formatted into a printer-friendly view that could then be converted to a PDF for distribution to the project team. The OES Schedulers are currently working with IT to develop this printer-friendly version of the Recovery Plan.

RECOVERY PLAN TRACKING

Can consultant PMs access the SharePoint site and view the Recovery Schedule in Read Only?

Anyone who has been issued a GDOT email address should be able to access the SharePoint list for Recovery Plans. If you already have access to view the main OES SharePoint site (<http://teams.dot.ga.gov/offices/envservices/SitePages/Home.aspx>), no additional steps should be necessary; IT is currently in the process of duplicating user permissions from the main OES site to the Recovery Plans SharePoint list. If you do not have a GDOT email address or are having trouble viewing either the OES site and/or the Recovery Plans SharePoint list, please reach out via the ENV_Inbox@dot.ga.gov for assistance.

With the EPM/PM being leads on initiating this exercise, would they also be responsible for ensuring the recovery meeting was held and the target dates for deliverables are achieved?

The role of the EPM is to identify the need for the Recovery Plan. The role of the PM is to lead the project team through the Recovery Plan Process. It is the responsibility of the entire project team to ensure the recovery plan target dates are achieved and to communicate any new information that may compromise the recovery plan and the project schedule.

PROCEEDING TO A3M AT RISK

Will this help with the pressure we get to go to A3M when we do not even have Resource ID complete?

The EPMs will continue to evaluate and identify projects that can proceed to the A3M per the baseline schedule and those projects that will proceed to the A3M at risk. All risk assessments will be conducted with SME feedback prior to a final decision being made. The EPMs will notify the PM and the project team of the final decision and if a Recovery Plan is required for the project.

RECOVERY BEYOND A3M

Do you have any numbers on how many projects need recovery at A3M or afterwards, such as during preliminary plan development, ROW delays, or final plan development? Will the Recovery Process capture recovery for most projects, or only a portion?

The Recovery Plan Process is intended to be utilized on new projects that are behind schedule for completion of Resource ID and have a good likelihood of recovering their schedules by the time of ROW Authorization. However, in the course of using the Recovery Plan Process, we will continue to collect data to determine if the Recovery Plan Process can be expanded to address projects that are behind schedule and further along in the Plan Development Process.

The recovery workflow seems to focus on delays at Resource ID. What happens if you made A3M, but you are late afterwards? Is there another on-ramp into this process if a delay occurs during Technical Studies (e.g., late NTP on TO 2)? Will this also apply to older projects (pre-A3M) that require reopening Resource ID?

At this time, the Recovery Plan Meeting is triggered for projects that are off schedule (at high risk) prior to A3M and not for projects that go off schedule after A3M. However, the Recovery Plan Process could be expanded to other scenarios in the future if warranted.

PROJECT CHANGE REQUEST FORM (PCRF)

Does the recovery schedule inform if a project will end up needing a PCRF?

The Recovery Plan Process is intended for projects that have a good likelihood of recovering their schedules by the time of ROW Authorization. However, in the course of completing the Recovery Plan Form, it may become apparent to the project team and PM that recovery is highly unlikely or otherwise infeasible. If this is the case, it is still important to complete the form and document all relevant project/schedule information. The completed Recovery Plan could become the basis for supporting a PCRF/schedule revision. Note, the PM oversees the schedule and any requests to change the schedule, which are then evaluated by GDOT management.